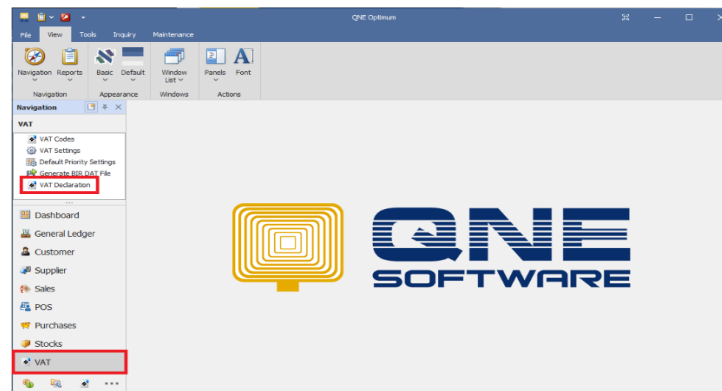




How to generate BIR 2550

BIR 2550 is a form of sales tax imposed on sales or exchange of goods and services. **BIR 2550M**, also known as *Monthly Value-Added Tax Declaration* and **BIR 2550Q** as *Quarterly Value-Added Tax Return* can be both generated in the QNE System

1. Using the Navigation Panel, Go to VAT Module > **VAT Declaration**



VAT Declaration Form can be observed to have items listed on the 1st Column (Description), and additional 12 Columns which represent the Months.

Refer to below table for the listed DESCRIPTION, with identification whether value for each month is automatically calculated by the system or is user-inputted (FIELD TYPE) and REMARKS for formula and other notes.

FIELD ID	DESCRIPTION	FIELD TYPE	REMARKS
A1	Sales/Receipts Private	Automatic	Based on your transactions
A2	Sales to Government	Automatic	
A3	Zero Rated Sales/Receipts	Automatic	
A4	Exempt Sales/Receipts	Automatic	
A	Total Sales/Receipts	Automatic	
B1	Sales/Receipts Private – Output Tax	Automatic	Based on your transactions
B2	Sales to Government – Output Tax	Automatic	
B	Total Output Tax Due	Automatic	
C1	Input Tax Carried from Previous Period	Automatic	
C2	Input Tax Deferred on Capital Goods exceeding 1M Previous Period	Manual	
C3	Transitional Input Tax	Manual	Based on your transactions
C4	Presumptive Input Tax	Manual	
C5	Others (Allowable Input Tax)	Manual	
C	Total Allowable Input Tax	Automatic	
D1	Purchases Capital Goods (not exceeding 1M)	Automatic	
D2	Purchases Capital Goods (exceeding 1M)	Automatic	Based on your transactions
D3	Domestic Purchase of Goods Other than Capital Goods	Automatic	
D4	Importation of Goods Other than Capital Goods	Automatic	
D5	Domestic Purchases of Service	Automatic	
D6	Services rendered by Non-residents	Automatic	Based on your transactions
D7	Purchase not Qualified for Input Tax	Automatic	
D8	Other Purchases	Manual	
D	Total Current Purchases	Automatic	

Description	January	February	March
Sales/Receipts Private	2,414,534.45	41,020.00	37,742.00
Sales to Government			
Zero Rated Sales/Receipts	11,393.84		
Exempt Sales/Receipts			
Total Sales/Receipts	2,425,928.29	41,020.00	37,742.00
Sales/Receipts Private – Output Tax	289,744.12	4,922.40	4,529.04
Sales to Government – Output Tax			
Total Output Tax Due	289,744.12	4,922.40	4,529.04
Input Tax Carried from Previous Period			
Input Tax Deferred on Capital Goods exceeding 1M Previous Period			
Transitional Input Tax			
Presumptive Input Tax			
Others (Allowable Input Tax)			
Total Allowable Input Tax			
Purchases Capital Goods (not exceeding 1M)	2,155,962.49	31,600.00	11,000.00
Purchases Capital Goods (exceeding 1M)			
Domestic Purchase of Goods Other than Capital Goods	(23,000.00)		
Importation of Goods Other than Capital Goods			
Domestic Purchases of Service			
Services rendered by Non-residents			
Purchase not Qualified for Input Tax	252,300.00		
Other Purchases			
Total Current Purchases	2,385,262.49	31,600.00	11,000.00

E1	Input Tax of Purchased Capital Goods (not exceeding 1M)	Automatic	Based on your transactions
E2	Input Tax of Purchased Capital Goods (exceeding 1M)	Automatic	Based on your transactions
E3	Input Tax of Domestic Purchase of Goods Other than Capital Goods	Automatic	Based on your transactions
E4	Input Tax of Importation of Goods Other than Capital Goods	Automatic	
E5	Input Tax of Domestic Purchases of Service	Automatic	
E6	Input Tax of Services rendered by Non-residents	Automatic	
E7	Input Tax of Other Purchases	Manual	
E	Total Available Input Tax	Automatic	Sum of C, E1, E2, E3, E4, E5, E6, and E7
F1	Input Tax on Purchases of Cap. Goods exceeding 1M (Deferred for the succeeding period)	Manual	
F2	Input Tax on Sales to Govt. closed to expense	Automatic	F2.3 less F2.4
F2.1	Input Tax Directly Attributable to Sales to Government	Manual	
F2.2	Amount of Input Tax not directly Attributable (Sales to government)	Manual	
F2.3	Total Input Tax Attributable to Sales to Government	Automatic	Sum of F2.1 and F2.2
F2.4	Standard Input Tax to Sales to Government	Automatic	A2 * 0.07
F3	Input Tax allocable to Exempt Sales	Automatic	Sum of F3.1 and F3.2
F3.1	Input Tax Directly Attributable to Exempt Sales	Manual	
F3.2	Amount of Input Tax not directly Attributable (Exempt Sales)	Manual	
F4	VAT Refund/TCC claimed	Manual	
F5	Others (Deduction from Input VAT)	Manual	
F	Total Deduction from Input Tax	Automatic	Sum of F1, F2, F3, F4 and F5
G	Total Allowable Input Tax	Automatic	E less F
H	Net VAT Payable	Automatic	E less G

I1	Monthly VAT Payments	Automatic	Sum of the previous 2 months transactions
I2	Creditable VAT Withheld	Manual	
I3	Advance Payments for Sugar and Flour Industries	Manual	
I4	VAT Withheld on Sales to Government	Automatic	Based on your transactions
I5	VAT paid in return previously filed (if amended return)	Manual	
I6	Advance Payments made (BIR Form No. 0605)	Manual	
I7	Others (Tax Credits/Payments)	Manual	
I	Total Tax Credits/Payments	Automatic	Sum of I1, I2, I3, I4, I5, I6 and I7
J	Tax Still Payable/(Overpayment)	Automatic	H less I
K1	Surcharge	Manual	
K2	Interest	Manual	
K3	Compromise	Manual	
K	Total Penalties	Automatic	Sum of K1, K2 and K3
L	Total Amount Payable/(Overpayment)	Automatic	Sum of J and K

Description	January	February	March
Input Tax of Purchased Capital Goods (exceeding 1M)			
Input Tax of Domestic Purchase of Goods Other than Capital Goods	(2,760.00)		
Input Tax of Importation of Goods Other than Capital Goods			
Input Tax of Domestic Purchases of Service			
Input Tax of Services rendered by Non-residents			
Input Tax of Other Purchases	10.00		
Total Available Input Tax	255,941.51	3,792.00	1,320.00
Input Tax on Purchases of Cap. Goods exceeding 1M (Deferred for ...)			
Input Tax on Sales to Govt. closed to expense			
Input Tax Directly Attributable to Sales to Government			
Amount of Input Tax not directly Attributable (Sales to govern...			
Total Input Tax Attributable to Sales to Government			
Standard Input Tax to Sales to Government			
Input Tax allocable to Exempt Sales			
Input Tax Directly Attributable to Exempt Sales			
Amount of Input Tax not directly Attributable (Exempt Sales)			
VAT Refund/TCC claimed			
Others (Deduction from Input VAT)			
Total Deduction from Input Tax			
Total Allowable Input Tax	255,941.51	3,792.00	1,320.00
Net VAT Payable	33,802.61	1,130.40	3,299.04

Monthly VAT Payments			34,933.01
Creditable VAT Withheld			
Advance Payments for Sugar and Flour Industries			
VAT Withheld on Sales to Government			
VAT paid in return previously filed (if amended return)			
Advance Payments made (BIR Form No. 0605)			
Others (Tax Credits/Payments)			
Total Tax Credits/Payments			34,943.01
Tax Still Payable/(Overpayment)	33,802.61	1,130.40	(31,733.97)
Surcharge			
Interest			
Compromise			
Total Penalties			
Total Amount Payable/(Overpayment)	33,802.61	1,130.40	(31,733.97)

Note: VAT Declaration Field ID is only created for reference to easily recognize the values that will reflect in BIR Form 2550

- To start, set the current working Year. The system will display all computed monthly Vatable and VAT Amounts based on the recorded transactions. Fill in all other needed fields.

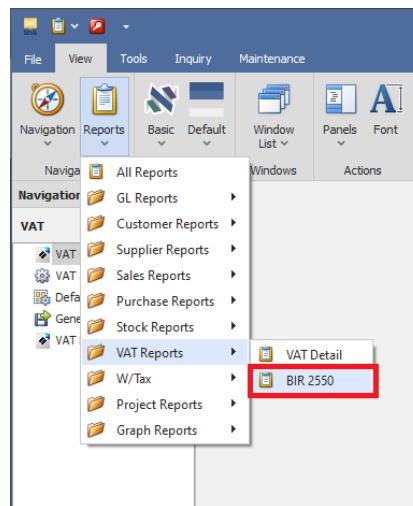
VAT Declaration												
Filter												
Year: 2015												
View Variants												
Description	January	February	March	April	May	June	July	August	September	October	November	December
Sales/Receipts Private	2,414,534.45	41,020.00	37,742.00	171,980.00	37,020.00	29,442.00	23,293.00	32,715.00	28,730.00	31,230.00	35,091.00	241,625.71
Sales to Government												
Zero Rated Sales/Receipts	11,393.84											
Exempt Sales/Receipts												
Total Sales/Receipts	2,425,928.29	41,020.00	37,742.00	171,980.00	37,020.00	29,442.00	23,293.00	32,715.00	28,730.00	31,230.00	35,091.00	241,625.71
Sales/Receipts Private - Output Tax	289,744.12	4,922.40	4,529.04	20,637.60	4,442.40	3,533.04	2,795.16	3,925.80	3,447.60	3,747.60	4,210.92	28,995.09
Sales to Government - Output Tax												
Total Output Tax Due	289,744.12	4,922.40	4,529.04	20,637.60	4,442.40	3,533.04	2,795.16	3,925.80	3,447.60	3,747.60	4,210.92	28,995.09
Input Tax Carried from Previous Period												
Input Tax Deferred on Capital Goods exceeding 1M Pre...												
Transitional Input Tax												
Presumptive Input Tax												
Others (Allowable Input Tax)												
Total Allowable Input Tax												
Purchases Capital Goods (not exceeding 1M)	2,155,962.49	31,600.00	11,000.00			10,700.00						45,900.00
Purchases Capital Goods (exceeding 1M)				2,199,800.00								

- Once VAT declaration has been finalized, Click **Save** or **Save and Close**.

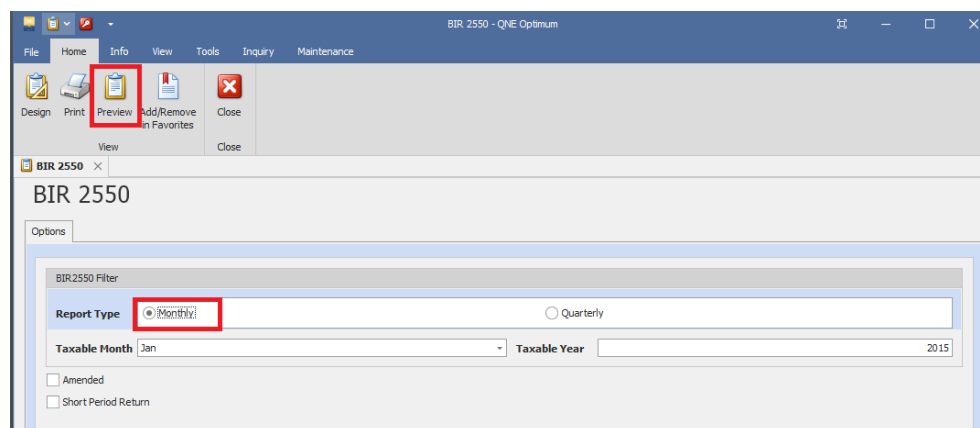


BIR 2550 Form can now be generated.

- Go to Reports > VAT Reports > **BIR 2550**



For BIR 2550M 'Monthly Value-Added Tax Declaration', Set the Report Type to **MONTHLY**, then select Taxable Month and Year then click Preview



Below shows the VAT Declaration Field IDs and its corresponding Field No. in **BIR 2550M Form**

FIELD ID VAT DECLARATION	FIELD IN BIR 2550M
A1	12A
A2	13A
A3	14
A4	15
A	16A
B1	12B
B2	13B
B	16B
C1	17A
C2	17B
C3	17C
C4	17D
C5	17E
C	17F
D1	18A
D2	18C
D3	18E
D4	18G
D5	18I
D6	18K
D7	18M
D8	18N
D	18P
E1	18B
E2	18D
E3	18F
E4	18H
E5	18J
E6	18L
E7	18O
E	19
F1	20A
F2	20B
F3	20C
F4	20D
F5	20E
F	20F
G	21
H	22
I2	23A
I3	23B
I4	23C
I5	23D
I6	23E
I7	23F
I	23G
J	24
K1	25A
K2	25B
K3	25C
K	25D
L	26

(To be filled up by the BIR)
DLN: _____ PSIC: _____

Republika ng Pilipinas
Kagawaran ng Panalapi
Kawanihan ng Rentas Internas

Monthly Value-Added Tax Declaration

BIR Form No. **2550M**
February 2007 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1- For the Month of (MM/YYYY) > 01, 2015 2 Amended Return > ☐ Yes ☒ No 3 Number of sheets attached > 01

Part I Background Information

4 TIN > 001 222 333 0000 5 ROR Code > 033 6 Line of Business > _____

7 Taxpayer's Name (For Individual) Last Name, First Name, Middle Name (For Non-Individual) Registered Name > SAMPLE TRADING, INC. 8 Telephone Number > 567-4248

9 Registered Address > Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines 10 Zip Code > _____

11 Are you availing of tax relief under Special Law or International Tax Treaties? ☐ Yes ☒ No If yes, specify _____

Part II Computation of Tax (Attach additional sheets, if necessary)

Sales/Receipts for the Month (Exclude of VAT)		Output Tax Due for the Month	
12A	2,414,534.45	12B	289,744.12
13A		13B	
14	11,393.84		
15			
16A	2,425,928.29	16B	289,744.12
17		17A	
17A		17B	
17C		17D	
17E		17F	
17F			
18		18A	
18A	2,155,962.49	18B	258,691.51
18C		18D	
18E	-23,000.00	18F	-2,760.00
18G		18H	
18I		18J	
18K		18L	
18M	252,300.00	18O	10.00
18N		18P	
18P	2,385,262.49	19	255,941.51
19			
20		20A	
20A		20B	
20C		20D	
20E		20F	
20F		21	255,941.51
21		22	33,802.61
22		23A	
23A		23B	
23C		23D	
23E		23F	
23G		24	
24		25	33,802.61
25		26	33,802.61
26			

27 President/Vice President/Principal Officer/Accredited Tax Agent/Authorized Representative Taxpayer (Signature Over Printed Name) 28 Treasurer/Assistant Treasurer (Signature Over Printed Name)

Title/Position of Signatory TIN of Signatory Date of Expiry

Tax Agent Acc. No./Atty's Roll No. (if applicable) Date of Issuance Date of Expiry

Part III Details of Payment

Particulars	Drawee Bank/Agency	Number	Date	Amount
29 Cash/Bank	29A	29B	29C	29D
30 Check	30A	30B	30C	30D
31 Tax Debt	31A	31B	31C	31D
32 Others	32A	32B	32C	32D

Machine Validation (If filed with an accredited agent bank)/Revenue Official Receipt Details (If not filed with an Accredited Agent Bank)

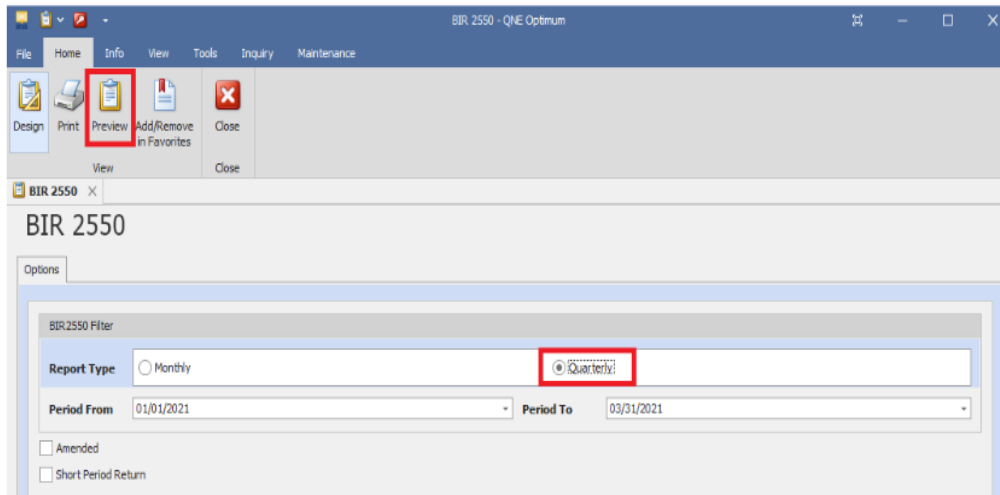
Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature, Bank Teller's initial)

Schedule 4 and 5 portions, amounts will be coming from VAT Declaration F1 – F3.2

FIELD ID VAT DECLARATION	
F1	
F2	
F2.1	
F2.2	
F2.3	
F2.4	
F3	
F3.1	
F3.2	

Total		
C) Total Input Tax Deferred for future period from current and previous purchases (To Item 20A)		
Schedule 4 Input Tax Attributable to Sale to Government		
Input Tax directly attributable to sales to government		F2.1
Add: Ratable portion of Input Tax not directly attributable to any activity:		
Taxable sales to government	Amount of Input Tax not	F2.2
Total Sales	directly attributable	
Total Input Tax attributable to sale to government		F2.3
Less: Standard Input Tax to sales to government		F2.4
Input Tax on Sale to Govt. closed to expense (To Item 20B)		F2
Schedule 5 Input Tax Attributable to Exempt Sales		
Input Tax directly attributable to exempt sale		F3.1
Add: Ratable portion of Input Tax not directly attributable to any activity:		
Taxable exempt sale	Amount of Input Tax not	F3.2
Total Sales	directly attributable	
Total Input Tax attributable to exempt sales (To Item 20C)		F3
Schedule 6 Tax Withheld Claimed as Tax Credit (Attach additional sheets, if necessary)		
Name of Withholding Agent	Income Payment	Total Tax Withheld
		Applied Current mo.

For **BIR Form 2550Q or Quarterly Value-Added Tax Return**, change the filter Report Type to **QUARTERLY** and Set *Period From & To* then Click Preview



Below shows the VAT Declaration Field IDs and its corresponding Field No. in BIR 2550Q Form

The system will generate the Total Values based on the 3 months covered period.

FIELD ID VAT DECLARATION	FIELD IN BIR 2550Q
A1	15A
A2	16A
A3	17A
A4	18
A	19A
B1	15B
B2	16B
B	19B
C1	20A
C2	20B
C3	20C
C4	20D
C5	20E
C	20F
D1	21A
D2	21C
D3	21E
D4	21G
D5	21I
D6	21K
D7	21M
D8	21N
D	21P
E1	21B
E2	21D
E3	21F
E4	21H
E5	21J
E6	21L
E7	21O
E	22
F1	23A
F2	23B
F3	23C
F4	23D
F5	23E
F	23F
G	24
H	25
I1	26A
I2	26B
I3	26C
I4	26
I5	26E
I6	26G
I7	26H
J	27
K1	28A
K2	28B
K3	28C
K	28D
L	29

(To be filled up by the BIR)

DLN: _____ PSIC: _____

Republika ng Pilipinas
Kagawaran ng Panalapi
Kawanihan ng Rentas Internas

Quarterly Value-Added Tax Return
(Cumulative For 3 Months)

BIR Form No. **2550Q**
February 2007 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1- For the Year Ended: ☒ Calendar ☐ Fiscal 2-Quarter: ☒ 1 ☐ 2 3-Return Period: From: 03/01/21 To: 03/01/21 4-Amended Return: ☐ Yes ☒ No 5-Short Period Return: ☐ Yes ☒ No

6 TIN: 001 222 333 0000 7-SCS: 000 8-Number of sheets attached: 033 9-Line of Business: _____

10 Taxpayer's Name (For Individual): Last Name, First Name, Middle Name (For Non-Individual): Registered Name: SAMPLE TRADING, INC. 11 Telephone Number: 567-4248

12 Registered Address: Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines 13 Zip Code: _____

14 Are you availing of tax relief under Special Law or International Tax Treaty? ☐ Yes ☒ No If yes, specify: _____

Part II Computation of Tax (Attach additional sheets, if necessary)

15 Vatable Sales/Receipt - Private (Sch.1) 15A _____ 15B _____

16 Sales to Government 16A _____ 16B _____

17 Zero Rated Sales/Receipts 17 _____ 17B _____

18 Exempt Sales/Receipts 18 _____ 18B _____

19 Total Sales/Receipts and Output Tax Due 19A _____ 19B _____

20 Less: Allowable Input Tax 20A Input Tax Carried Over from Previous Quarter 20A _____ 20B Input Tax Deferred on Capital Goods Exceeding P1 Million from Previous Quarter 20B _____ 20C Transitional Input Tax 20C _____ 20D Presumptive Input Tax 20D _____ 20E Others 20E _____ 20F Total (Sum of Item 20A, 20B, 20C, 20D & 20E) 20F _____

21 Current Transactions 21A/B Purchase of Capital Goods not exceeding P1 Million (see sch.2) 21A _____ 21B _____ 21C/D Purchase of Capital Goods exceeding P1 Million (see sch.3) 21C _____ 21D _____ 21E/F Domestic Purchase of Goods Other than Capital Goods 21E _____ 21F _____ 21G/H Importation of Goods Other than Capital Goods 21G 10,000.00 21H 1,200.00 21I Domestic Purchase of Services 21I _____ 21J _____ 21K/L Services rendered by Non-residents 21K _____ 21L _____ 21M Purchase Not Qualified for Input Tax 21M _____ 21N _____ 21O Others 21O _____ 21P Total Current Purchases (Sum of Item 21A/21C, 21E/21G, 21I/21K, 21M/21O & 21N) 21P 10,000.00 22 Total Available Input Tax (Sum of Item 20F, 21B, 21D, 21F, 21H, 21J, 21L & 21O) 22 1,200.00

23 Less: Deductions from Input Tax 23A Input Tax on Purchases of Capital Goods exceeding P1 Million deferred for the succeeding period (Sch.3) 23A _____ 23B Input Tax on Sales to Govt. closed to expense (Sch.4) 23B _____ 23C Input Tax allocable to Exempt Sales (Sch.5) 23C _____ 23D VAT Refund/TCC claimed 23D _____ 23E Others 23E _____ 23F Total (Sum of Item 23A, 23B, 23C, 23D & 23E) 23F _____

24 Total Allowable Input Tax (Item 22 less Item 23F) 24 1,200.00

25 Net VAT Payable (Item 19B less Item 24) 25 -1,200.00

26 Less: Tax Credits/Payments 26A Monthly VAT Payments - previous two months 26A _____ 26B Creditable Value-Added Tax Withheld (Sch.6) 26B _____ 26C Advance Payments for Sugar and Flour Industries (Sch.7) 26C _____ 26D VAT withheld on Sales to Government (Sch.8) 26D _____ 26E VAT paid in return previously filed, if this is an amended return 26E _____ 26F Advance Payments made (please attach proof of payments -BIR Form No. 0605) 26F _____ 26G Others 26G _____ 26H Total Tax Credits/Payments (Sum of Item 26A, 26B, 26C, 26D, 26E, 26F & 26G) 26H _____

27 Tax Still Payable (Overpayment) (Item 25 less Item 26H) 27 -1,200.00

28 Add: Penalties 28A _____ 28B _____ 28C _____

29 Total Amount Payable (Overpayment) (Sum of Item 27 and 28) 29 -1,200.00

I declare, under the penalties of perjury, that this return has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended and the regulations issued under authority thereof.

30 President/Vice President/Principal Officer/Accredited Tax Agent/Authorized Representative Taxpayer (Signature Over Printed Name) 31 Treasurer/Assistant Treasurer (Signature Over Printed Name)

Title/Position of Signatory _____ TIN of Signatory _____ Title/Position of Signatory _____

Tax Agent Acc. No./Atty's Roll No. (if applicable) _____ Date of Issuance _____ Date of Expiry _____ TIN of Signatory _____

Part III Details of Payment

Particulars	Drawn on Bank/Agency	Number	Date	Amount
			MM DD YYYY	
32 Cash/Bank Debit Memo	32A	32B	32C	32D
33 Check	33A	33B	33C	33D
34 Tax Debt Memo	34A	34B	34C	34D
35 Others	35A	35B	35C	35D

Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/ Bank Teller's Initial)

Machine Validation (if filed with an accredited agent bank)/Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines

Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250

Website: www.qne.com.ph

Facebook: <https://www.facebook.com/QnEPH>

Follow our Twitter and Instagram account: @qnesoftwareph

Same Field IDs will be used but in a per Quarter basis

FIELD ID VAT DECLARATION	
F1	Total
F2	(C) Total Input Tax Deferred for future period from current and previous purchases (To Item 23A)
F2.1	Schedule 4 Input Tax Attributable to Sale to Government
F2.2	Input Tax directly attributable to sales to government
F2.3	Add: Ratable portion of Input Tax not directly attributable to any activity
F2.4	Less: Standard Input Tax to sales to government
F3	Input Tax on Sale to Govt. closed to expense (To Item 23B)
F3.1	Schedule 5 Input Tax Attributable to Exempt Sales
F3.2	Input Tax directly attributable to exempt sale
	Add: Ratable portion of Input Tax not directly attributable to any activity
	Less: Standard Input Tax to exempt sales (To Item 23C)
	Schedule 6 Tax Withheld-Stamped on Form Credit (Not to be filled out unless necessary)
	Name of Withholding Agent
	Income Payment
	Total Tax Withheld
	Applied
	Previous 2 mos.
	Current mo.

NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>